

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
MROPO-R Omaha, Nebraska 68102

Regulation
No. 690-1-313

18 January 1978

Civilian Personnel
PRE-EMPLOYMENT INQUIRIES

1. Purpose. This regulation establishes the policies and procedures for the initiating, using and disposition of pre-employment inquiries covering applicants not currently employed by the Omaha District or serviced organizations.
2. Applicability. It is applicable to the Omaha District and serviced organizations.
3. Policy. Supervisory personnel are cautioned not to indicate, orally or in writing, that any applicant has been finally selected for employment until the inquiries have been initiated and the results received and evaluated. Also, all employees are required to furnish complete and factual information in response to any employment inquiry which they receive from other Army installations or other Government agencies.
4. Procedures.
 - a. The District Personnel Office, except as provided in the following sentence, will initiate the inquiries (Optional Form 49, Inquiry for United States Government Use Only) and in conjunction with the appropriate supervisor(s) will evaluate the results of such inquiries. District field offices and serviced organizations will initiate and evaluate the results of inquiries when making appointments authorized by the Personnel Office.
 - b. The number of former employers or supervisors to contact may vary dependent on the applicant's employment history or the type of position for which being considered. However, in all cases the current or last Federal employing activity will be contacted. Optional Form 49 will not be sent to individuals or firms who have previously replied to vouchers or similar inquiries if they are available for review by the appointing officer. Optional Form 49 will normally be

This regulation supersedes DM 690-1-313 dated 1 June 1976.

mailed, however where circumstances require, the information may be obtained by telephone provided the form is completed to accurately record the information received. Both parties participating in the telephone conversation will be identified on the form.

c. Employment need not be delayed pending the return of all the inquiries. This depends upon the circumstances in each case, including the type of position for which being considered and the type of information contained in the replies. Where completed Optional Form 49's indicate the existence of derogatory suitability information, determination is required whether such information is sufficiently serious to require further action prior to selection of the applicant. When reasonable doubt exists as to an applicant's suitability for appointment, the advice of the District Personnel Office will be obtained before an offer of appointment is made. When making appointments from Civil Service certificates of eligibles, District field offices and serviced organizations should reject any eligible whose unsuitability is clearly established on the basis of information received in response to pre-employment inquiries. In such cases, the office concerned should submit a full report to the office of the Civil Service Commission which issued the certificate and recommend that the eligible be eliminated from further consideration. The report should be accompanied by the eligible's application and all available information to support the recommendation. If, prior to receipt of a favorable decision from the Commission, it is desired to appoint another eligible from the same certificate, the appointment must comply with the Civil Service Commission's "rule of three" and the Veterans Preference Act. In other words, in making selection from the certificate, the eligible who is considered unsuitable cannot be disregarded until the Civil Service Commission approves the recommendation that he/she be eliminated from further consideration.

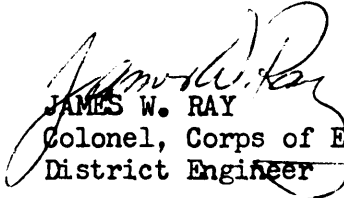
5. Exceptions. Optional Form 49 need not be initiated for one-month special need (emergency) appointments or in situations where all of the following requirements are met.

- a. Appointments are temporary for periods not to exceed six months to construction, purchase hire or a regular wage board position.
- b. The positions are non-sensitive and do not require access to security information.
- c. Isolation of the point of hire or other factors prevent the completion of Optional Form 49 by a telephone inquiry.

6. Disposition of Inquiries. Except as indicated in paragraph 4c, Optional Forms 49 or other inquiries completed on an individual when he/she was under consideration for appointment will be disposed of as follows.

a. If the individual is appointed, the Optional Forms 49 will accompany the appointment forms when they are forwarded to the District Personnel Office.

b. If an application was forwarded from the District Personnel Office but the applicant was not appointed, the inquiries will be returned with the application to the Personnel Office.


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